

4 June 1970

Chuck:

This is excellent and I have written [] my appreciation for all the fine work reflected in this initial Test Run and Index of the Archives holdings. This is a wonderful first step. We are further along than I realized. I hope it is not too late to stick in a few more ideas. Please do consider these as suggestions and let us discuss this Project with Messers. [] on my next visit at the Center:

25X1

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1. The binding and separations are excellent.
2. The date and copy numbers are good and essential.
3. We must classify the cover as well as the pages.
4. We should have a page of explanations for the abbreviated Column Headings.
5. Likewise the abbreviations in the Content need clarification. I believe we should start a dictionary of terms on separate cards which can be added to, laid down, and rearranged, then xeroxed for each new edition.
6. You might consider an envelope on the inside cover for your abbreviations and dictionary if they can't get into the sealed binding.
7. We will need a descriptive title for the last column.
8. There is no doubt that the first several columns are vital for your end of the operation, but I feel the seventh floor will have great interest in the last column. I believe we should arrive at several policy decisions as to just how to say things there in order that the totally uninformed will understand and the impetuous policy maker won't jump to the wrong conclusion and issue some irreparable commands while reading that column. The abbreviations are clear to you but I'm lost on many and I believe others will be worse off in the future. We will have to abbreviate often used words but spell out in more detail other material. How many spaces can we get for that last column?

SECRET



9. The Column heads will eventually be independent of Column heads in the other quarterly reports so let us think of the future titles. We spoke of "Office of Control or Coordination" and other such things to insure that the reader learns while reading that these Archival Items are the property of the Agency and government, not the Division or Office listed.
10. We will need something in the Action Column to explain that code, if we must have it. It is the same throughout.
11. This list is so important that I favor a little more space between Columns and headings even though we are hungry for more spaces for the last Column. Maybe we can get some space from either side of the page.
12. The totals and sub-totals are an important part of the report. I hope we can keep them compatible with the quarterly reports.
13. I can't think of other columns of information we would need at this time but we should consider what the future needs might be. Perhaps we ought to coordinate among a few knowledgeable Archives types.



CIA Records Administration Officer

DDS/SSS/RAB, (4 June 1970)